

**Department of Computer Science
William Paterson University**

Guidelines for CS (CS 4950) or CIS (CS 3950) Internship Student's Final-Report

Students completing CS or CIS Internship are required to produce a final report. The structure of the report is:

1. **Title Page** (including title of internship, semester of internship, date, field supervisor name, company/institution, site, and sponsoring faculty name)
2. **Table of Contents** (including the following sections and listing any attachments or support documents)
3. **Company/Organization's Public Description** (company name, location, products-sold/mission, statistics, and other non-confidential background information)
4. **Project Description Page** (specific work projects, programming done, systems implemented, maintenance, documents produced, and any other activities conducted)
5. **Methodology** (used or learned, including generic procedures, specialized systems, hardware or software packages, tools, etc.)
6. **Time Table/Schedule** (make an attachment of timesheets or log of hours-kept)
7. **Level of Training and Supervision** (including special training courses, seminars/conferences attended, workshops, etc.). Were you operating as a semi-autonomously agent or with directly monitored/supervised steps?
8. **Bibliography** (used in the process of the internship, such as titles of textbooks, trade books, programming references, hardware manuals, learning videos/DVD's, and other documents)
9. **List of Resources** (academic libraries, company libraries, web pages/sites, faculty, experts consulted)
10. **Assessment of Student Satisfaction** Did the internship experience justify the effort? Was your background sufficient for the position? Would you pursue this career path further? Would you continue with this company? Did the internship provide opportunities for professional development? Did it provide insight and enhancement of maturity, confidence, and self-reliance? Was it challenging, self-actualizing, and renewing a sense of focus, purpose, or direction? Did it instill a greater appreciation of the work ethic and good work habits?

11. **Assessment of Learning Outcomes (Student Perspective)** Did you accomplish the learning outcomes of the internship? In particular, complete the table:

Learning Outcomes	Accomplishment 4=excellent, 3=good, 2=fair/average, 1=poor, 0=failed
Effectively express yourself in written and oral form	
Demonstrate ability to think critically	
Locate and use information for problem solving	
Demonstrate ability to integrate knowledge in a coherent and meaningful manner to solve real-world problems	
Work with others on a team	
Prioritize tasks and efficiently manage the time	